

PLEASE POST

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**THIRD JUDICIAL CIRCUIT OF MICHIGAN
OFFICE OF HUMAN RESOURCES**

**OPEN COMPETITIVE
EXAMINATION ANNOUNCEMENT**

POSITION POSTED: Executive Circuit Court Administrator
SALARY: \$101,467 – \$138,750
DATE POSTED: November 25, 2013 through December 9, 2013

The Third Judicial Circuit Court of Michigan (Wayne County) is currently seeking qualified applicants for the position of Executive Circuit Court Administrator. This is an executive management-level position, reporting to the Chief Judge. The employee in this title will manage the Third Judicial Circuit Court of Michigan.

ESSENTIAL FUNCTIONS

Responsibilities may include, but are not limited to:

1. Manages personnel and labor relations functions within the court, including orientation, training, staff assignments, reviewing employee performance, disciplinary measures, grievance administration and maintenance of employee personnel records.
2. Establishes priorities, monitors and evaluates the effectiveness and efficiency of court programs.
3. Directs and coordinates preparation of annual court budget including maintenance of accounting and auditing systems, prepares revenue and expenditure reports, ensures proper management of collections and distribution of funds and establishes and maintains sound financial control.
4. Directs and coordinates preparation of case pending, case activity and related reports as required by the Michigan Supreme Court and/or the State Court Administrative Office.
5. Establishes, maintains, improves and supervises the information technology systems of the court.
6. Directs and coordinates preparation of an annual report.
7. Recommends, establishes or directs the development of policies, standards of work procedures affecting non-judicial areas of the court.
8. Plans, organizes and directs programs to provide required court services in accordance with court rules, applicable laws and policies.
9. Meets regularly with judges and/or court staff to discuss and resolve operational problems and issues, discusses and explains policies and procedures, recommends action and presents proposed policies and procedures in all areas of court management.
10. Addresses processing problems and mistakes, complaints and questions regarding court activities and procedures.
11. Communicates with local, state and federal agencies and elected officials, funding unit and committees, other courts, attorneys and general public regarding all court issues.
12. Coordinates activities with other trial and appellate courts, law enforcement agencies, Prosecutor's Office, County Clerk, Sheriff's Department and other government agencies.
13. Oversees management of court facilities and the maintenance of court records, ensuring safe custody and storage.

FOR ADDITIONAL QUALIFICATIONS AND ESSENTIAL FUNCTIONS, PLEASE REFER TO THE ATTACHED JOB DESCRIPTION.

ELIGIBILITY: This position is open to anyone who meets the minimum qualifications listed below.

MINIMUM QUALIFICATIONS:

- Juris Doctor or Master's degree in Court Administration, Business Administration, Public Administration, Criminal Justice Administration or a related field.
- Five (5) years of progressively more responsible or expansive administrative experience. Two and one half (2.5) years must have been in a managerial capacity in a court or related setting which included directing court services through supervisory personnel.
- Experience working with federal, state and local government officials/agencies as well as bar associations in connection with court policies, procedures, budgets and/or other court related issues.

NOTE: Information provided on application forms and subsequent verification thereof may be used to determine applicant's qualifications for this position. **THE COURT MAY LIMIT FURTHER CONSIDERATION TO THE APPLICANTS WHOM APPEAR TO BE MOST QUALIFIED. Incomplete or illegible applications will not be considered.**

SELECTION: Applicants will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based upon appropriate job-related criteria.

APPLICATION PROCEDURE AND DEADLINE: Applications must be received **no later than 4:30 p.m. on the last day of this announcement.**

APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM SUBMITTED THROUGH THE FOLLOWING WEBSITE www.3rdcc.org. A VALID EMAIL ADDRESS IS REQUIRED TO APPLY. APPLICANT WILL RECEIVE A CONFIRMATION AFTER SUCCESSFUL SUBMISSION OF THE ELECTRONIC APPLICATION. ANY FAXED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.

An official copy of all transcripts/diplomas must be available at time of interview. **Resumes may be attached to the application form, but may not be substituted for it.** Applicants with disabilities may be entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodations please call (313) 224-7018.

BASED ON THE REQUIREMENTS OF THE POSITION, CANDIDATES CONSIDERED FOR PLACEMENT IN THIS CLASSIFICATION WILL BE SUBJECT TO A CRIMINAL BACKGROUND INVESTIGATION.

POSTING: This notice must be posted on all bulletin boards until the filing date has expired.

*** AN EQUAL OPPORTUNITY EMPLOYER ***

**Third Judicial Circuit of Michigan
Department of Human Resources**

Classification Code: 0200-026

Date Issued: 11-25-2013

TITLE: EXECUTIVE CIRCUIT COURT ADMINISTRATOR

SUMMARY:

The Executive Circuit Court Administrator reports to and performs responsibilities under the direction of the Chief Judge. Coordinates and directs the activities of the various court departments performing administrative non-judicial functions including budget and finance, personnel, labor relations, information technology services, docket management support services, jury services and Friend of the Court. Develops, monitors and evaluates court programs necessary to provide appropriate levels of service. Communicates with external agencies and the public in connection with court operations and related issues.

ESSENTIAL FUNCTIONS:

1. Through a number of intermediate administrators, directs the activities of the Circuit Court staff. Responsible for personnel management and labor relations functions within the court, including orientation, training, staff assignments, reviewing employee performance, disciplinary measures, grievance administration and maintenance of employee personnel and payroll records. Administers the labor agreements and provides authoritative input to the collective bargaining process.
2. Establishes priorities, monitors and evaluates the effectiveness and efficiency of court programs. Develops and implements methods to improve services. Investigates, analyzes and resolves problems related to program coordination and operation.
3. Directs and coordinates preparation of annual court budget. Has responsibility for maintenance of accounting and auditing systems. Monitors and prepares reports on revenues and expenditures ensuring proper management and distribution of funds. Establishes and maintains sound financial control. Also, reviews and authorizes court purchase orders/requisitions for materials, supplies and equipment.
4. Directs and coordinates preparation of case pending, case activity and related reports as required by the Michigan Supreme Court and/or the State Court Administrative Office.
5. Establishes, maintains, improves and supervises the information technology systems of the court.
6. Directs and coordinates preparation of an annual report.
7. Identifies need for and as appropriate, recommends, establishes or directs the development of policies, standards, and work procedures affecting administrative non-judicial areas of the court.
8. Plans, organizes and directs programs to provide required court services in accordance with court rules, applicable laws and policies. Determines or recommends as appropriate, organizational requirements and assigns personnel as needed to develop and maintain court programs.
9. Meets regularly with judges and/or court staff to discuss and resolve operational problems and issues, discusses and explains policies and procedures, recommends action and presents proposed policies and procedures. Makes recommendations to the bench regarding caseload management and related issues. Addresses processing problems and mistakes, complaints and questions regarding court activities and procedures.

10. Regularly communicates with local, state and federal agencies and elected officials, funding unit board and committees, other courts, attorneys and the general public. Explains court policy and procedures to promote cooperation and understanding of court activities.
11. Coordinates court activities with other trial and appellate courts, law enforcement agencies, Prosecutor's Office, County Clerk, Sheriff's Department and other government agencies. Also oversees management of court facilities and the maintenance of court records, ensuring safe custody and storage.
12. Assists employees with complex or unusual matters, answers procedural questions and assists in responding to members of the public and media organizations.
13. Performs related duties as assigned.

QUALIFICATIONS:

1. Juris Doctor or Master's degree in Court Administration, Business Administration, Public Administration, Criminal Justice Administration or a related field.
2. A minimum of five (5) years of progressively more responsible or expansive administrative experience. Two and one half (2.5) years must have been in a managerial capacity in a court or related setting which included directing court services through supervisory personnel.
3. Experience working with federal, state and local government officials/agencies as well as bar associations in connection with court policies, procedures, budgets and/or other court related issues.
4. Experience in areas of information technology, budgetary/fiscal management, and project management, including assessing risks and exposures, identifying options and alternatives, making decisions, and implementing corrective actions.
5. Strong negotiation, conflict resolution, diplomatic, and persuasion skills.
6. Proven analytical, problem-solving, and decision-making abilities.
7. Ability to plan, organize, execute, delegate and manage in a complex environment.
8. Demonstrated ability to understand problems and identify solutions that balance and reflect time, cost, and human factors.
9. Skilled strategic and visionary thinker with excellent ability to conceptualize long-term business goals and develop an orderly process of planning to accomplish those goals.
10. Excellent verbal, written and interpersonal communication skills; public speaking and meeting management skills.
11. Ability to communicate and work with all stakeholders and departments.
12. Demonstrated leadership and managerial skills.
13. Ability to simultaneously coordinate multiple projects and complex tasks while meeting deadlines
14. Knowledge of the principles, practices and procedures of management and administration.
15. Ability to remain calm and use good judgment in difficult situations.

LICENSES, CERTIFICATIONS OR SPECIAL REQUIREMENTS:

- Based on the requirements of the position, candidates considered for placement in this classification will be subject to a Criminal Background Investigation.

The above statements describe the general nature and level of work performed by employees assigned to the class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this description. Specific job duties vary from position to position.

NOTES:

11-25-13 Updated content and format